

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

To receive, store, inventory and release or dispose of property turned in as evidence or taken from prisoners; to provide technical and functional supervision over assigned staff; and to generate and maintain a variety of records and reports.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police and Support Services Manager.

Exercises technical and functional supervision over assigned civilian police personnel.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

1. Plan, assign and review the work of assigned personnel performing property and equipment maintenance activities; evaluate performance; recommend disciplinary action.
2. Receive, classify, record, and store a variety of evidence and property, including evidence taken during the commission of a crime and property which has been found and turned in or taken from prisoners, ensuring compliance with state and local regulations.
3. Research and release property to be used as evidence in court or to be returned to prisoners.
4. Destroy or dispose of obsolete or unclaimed property or evidence, including biological materials such as blood and urine and hazardous materials such as chemicals used in identifying drugs, as well as weapons, and illegal substances.
5. Maintain inventory control and final disposition of records on dangerous drugs, narcotics, and hazardous materials.
6. Prepare periodic reports and lists generated from automated data base and manual files.
7. Order and maintain department office supplies; maintain inventory of departmental equipment and furniture.
8. Testify in court concerning evidential property.
9. Deliver and pick up evidence to and from crime lab and coroner's office.

Property and Evidence Technician (Continued)

EXAMPLE OF DUTIES

10. Set up auctions for the sale of unclaimed property.
11. Train departmental personnel in procedures related to property and evidence handling.
12. Perform related duties as assigned.
13. Work nights, weekends and holidays when required and serve in on-call status.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of supervising practices related to assigning, reviewing and evaluating the work of others.
- B. Knowledge of techniques and procedures for identifying, preserving and storing evidence.
- C. Knowledge of modern office practices and procedures, including computer applications.
- D. Knowledge of criminal justice system.
- E. Knowledge of principles and practices of computerized inventory control including storing and releasing of property.
- F. Ability to receive, store, inventory and dispose of property.
- G. Knowledge of word processing and data base programs.
- H. Ability to provide supervision to assigned staff including technical supervision.
- I. Ability to prepare and maintain accurate and concise reports and records.
- J. Ability to move, carry or handle heavy items of property and evidence weighing up to fifty (50) pounds.
- K. Ability to Understand and apply departmental policies and procedures.
- L. Ability to read, understand and apply pertinent state and local regulations governing the safeguard, release or disposal of property and evidence.

City of Hayward

Property and Evidence Technician (Continued)

QUALIFICATIONS

- M. Ability to type accurately at 30 words per minute.
- N. Ability to render accurate court testimony concerning evidential property.
- O. Ability to communicate clearly and concisely, both orally and in writing.
- P. Ability to establish and maintain effective working relationship with those contacted in the course of work at all levels.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of storing and maintaining an inventory of materials in a highly controlled environment similar to the property and evidence materials maintained in a police department and including the storage and disposal of hazardous and biological materials. Familiarity with a law enforcement or criminal justice environment is desirable. Supervisory experience is desirable.

Training: Equivalent to the completion of twelfth grade.

License or Certificate: Possession of, or ability to obtain, a valid California Class C driver's license.

PROBATIONARY PERIOD: One year

170CS92

December 1986

Revised August 1992

AAP GROUP: 10

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt